

Job Description

Job title:	STEM Engagement Officer
Salary:	£18,000
Responsible to:	STEM Engagement Manager
Hours:	40 hours a week, full time, flexible working

About Success4All

Success4All is a Newcastle-based educational charity, established in 2006, that fights educational inequality by giving access to tutoring, learning resources, clubs and summer schools to those in less affluent areas. Our aim at Success4All is to engage, equip and empower children, young people and their families, so that they can build a successful future for themselves and others.

For the past 5 years, Success4All has been increasing our focus on STEM (science, technology, engineering and maths). In response to the increasing skills gap in today's society for STEM based jobs, we aim to provide practical and collaborative opportunities for young people to explore and investigate STEM subjects.

Role Description:

As STEM Engagement Officer, your main role is to deliver Success4All's STEM Engagement programmes in schools and community centres across the North East. This currently includes STEM Challenge programmes, STEM workshops, events and after-school clubs. You may also contribute towards the development and delivery of activities on our Learning Bus and during our annual summer school. Alongside the STEM Engagement Manager, you will support the development of new activities and projects.

As STEM Engagement Officer, you will be expected to take significant responsibility and autonomy for your area of work. You will work directly with the STEM Engagement Manager and with the support of the rest of the Success4All team. All staff and volunteers are required to adhere to strict safeguarding,

health and safety and data protection procedures, as well as maintaining relationships with corporate partners, schools, teachers, community groups, volunteers, learners and their families.

Pension

Success4All's pension is in line with current legislation on auto-enrolment. Full details will be sent on commencement.

Place and hours of work

As STEM Engagement Officer, your main place of work will be at Success4All's offices. However, this post does require a great deal of flexibility, as you will be required to deliver workshops during school hours and support or lead after-school clubs as well as run events during the weekend or lead full/half day trips. There will need to be flexibility to cover occasional evening or weekend work e.g. training, community events, meetings etc.

This role is a fixed term contract for 12 months. Depending on the outcome of funding, this term may increase.

Duties and key responsibilities

1. To develop, organise and deliver STEM Challenge programme activities in schools.
2. To support existing after-school clubs and support the delivery and design of new clubs.
3. To deliver educational and STEM workshops and events in schools and community centres, both on and off the Learning Bus, and possibly during our annual summer school.
4. To support with the budgeting, collection and organisation of resources for all activities across all of Success4All's services and events.
5. To work with the STEM Engagement Manager to identify, develop, fund and deliver new STEM projects.
6. To work with the STEM Engagement Manager to create, develop and maintain relationships with teachers, external organisations and corporate partners.

7. To collect, develop and use evaluation data to ensure the ongoing quality and development of the STEM Engagement programmes. To support the production of case studies, statistics and reports as required by funders, managers and trustees.
8. To work with the Communications Officer to promote our STEM services to schools, community groups, corporate partners and parents across the North East. To contribute to regular newsletters and social media updates.
9. Be administratively self-supporting and maintain effective electronic and paper-based office information systems.
10. Liaise effectively with colleagues to exchange information and promote good practice to benefit service users and Success4All. This will include attending the relevant team meetings, providing occasional support to colleagues as required, and attending other events, meetings and training.
11. To further the aims of Success4All and its activities by working within all agreed policies, including the Equal Opportunities Policy and to operate agreed health & safety and security procedures.
12. Ensuring Success4All's safeguarding and data protection policies are met.
13. To keep up to date with educational issues and changes in the school curriculum and in the field of science communication.
14. To carry out, within reason, any other duties necessary to the smooth running of the service.

All Staff of Success4All should

1. Contribute to the whole ethos of Success4All, which aims to engage, equip and empower the families in need.
2. Promote the educational development of each child and uphold the belief that children have the right to great education regardless of their financial background.
3. Be concerned for the well-being of each child and their family and play an active role in following the safeguarding procedures.

Person Specification

Skills and Abilities	
Excellent communication skills, particularly able to work with a range of people including children.	Essential
Ability to work collaboratively and develop positive relationships with internal and external stakeholders.	Essential
Ability to organise and lead workshops and activities.	Essential
Excellent organisational skills.	Essential
Strong team working skills, demonstrating sensitivity to others' views and ability to show consideration and empathy.	Essential
Pro-active and self-motivated, with the ability to plan their own work schedule effectively and think ahead and act to ensure the smooth completion of team/individual aims and objectives.	Desirable

Qualifications and Specific Knowledge	
A-level qualifications or equivalent in subjects such as Science, Computing, Design, Technology, Engineering, Mathematics or similar.	Essential
Degree level education in STEM or education, or equivalent, or equivalent professional experience in STEM education or industry.	Desirable
Good knowledge of STEM education, particularly at primary age, but an appreciation of secondary and early years is desirable.	Essential
Understanding of diversity and equality issues in relation to STEM education and careers.	Desirable
Knowledge of factors affecting young children's attainment and aspirations.	Desirable
Knowledge of Microsoft Office and/or other relevant computer applications.	Essential

Experience and other requirements	
Experience of delivering engaging and interactive STEM activities to children and young people or adults in a formal or informal setting.	Essential
Experience and understanding of the production and promotion of engaging and inspiring educational materials.	Desirable
Experience of positive engagement with children and young people.	Essential
Experience of project delivery, working to deadlines with an attention to detail.	Desirable
Experience of establishing and maintaining effective working relationships with people from a variety of backgrounds and organisations.	Essential
Enthusiasm and genuine commitment to deliver positive results to children and young people.	Essential
Valid driving licence with access to own car	Desirable

How to Apply

To apply for the post, please email the job application form to kirsty@s4a.org.uk by Thursday 23rd January by noon. Interviews will be held from 29th January – 5th February.

Requests for part-time, flexible working will be considered.

If you require further information, please contact Kirsty Hayward on 0191 273 2229 or via email on kirsty@s4a.org.uk

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and task but sets out the main expectations in relation to the post holder's professional responsibilities.